

STATE OF COLORADO

EXECUTIVE DIRECTOR'S OFFICE

Department of Local Affairs
1313 Sherman Street, Suite 500
Denver, CO 80203
Phone: (303) 866-4904
FAX: (303) 866-4317
TDD: (303) 866-5300



November 21, 2008

Bill Ritter
Governor

Susan Kirkpatrick
Executive Director

Dear Conservation Trust Fund Officer:

The Colorado Department of Local Affairs is beginning its process for calculating the July 2008 population estimates used in the Conservation Trust Fund (CTF) program. The first phase of this process involves estimates of **Total Housing Units and Group Quarter Populations (GQP)** such as college dormitories, prisons, nursing homes. These data will be used as a foundation for your entity's population estimate.

This year we are changing our population estimates process. In December of 2008 we will be sending out for review and posting on our website your **Housing Units and GQP** for review and challenge. You will be given 45 days to review this data and supply any needed updates. This will be the only time during the estimates process that you will be able to update your housing unit and GQP data.

This change in policy will result in important efficiency gains in producing the estimates in a timely fashion and provide us with the foundation for your population estimates at the beginning of the process when we need it.

If you have questions regarding this change please contact Richard Lin at richard.lin@state.co.us (303) 866-4989 or Elizabeth Garner, State Demographer, at elizabeth.garner@state.co.us or (303) 866-3096.

Local government input and involvement in our estimates process ensures the most accurate data for your CTF distribution. Thank you again for your assistance and cooperation.

Sincerely,

Elizabeth Garner
State Demographer
Colorado Department of Local Affairs